

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: NOVEMBER 7, 2014

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS TAYLOR	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
McDEVITT	PAUL DUSEK, COUNTY ADMINISTRATOR
FRASIER	JOAN SADY, CLERK OF THE BOARD
VANSELOW	JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
WOOD	GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
BROCK	SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD
SEEBER	

Mr. Taylor called the meeting of the Support Services Committee to order at 11:13 a.m.

Motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Paul Dusek, County Administrator, who presented a request to fill the position of Confidential Secretary to the County Administrator (*Annual Salary \$42,000*), due to resignation. Mr. Dusek noted that the resigning staff member, Wanda Smith, had an opportunity to take a position with the City of Glens Falls Court System, and would do so in about two weeks. He commented that Mrs. Smith had started with the County about four years ago, just before his transition from the County Attorney to the County Administrator. He explained that Mrs. Smith had applied for a position as a Legal Assistant to the County Attorney, but had accepted a position as the Confidential Secretary to the County Administrator. Mr. Dusek stated that he had never worked with a more dedicated or committed individual than Mrs. Smith had been in the capacity of Confidential Secretary. He further stated that Mrs. Smith had a bright personality and had been a good diplomat for his Office, being someone that he could trust and had a great deal of confidence in. Mr. Dusek advised he could make all the same statements about JoAnn McKinstry, Assistant to the County Administrator, who had also been an absolutely fantastic employee, and he said he could not imagine working in his position without these staff members. He noted that these comments were in no way meant to diminish the work of any other department head because everyone in the County was connected, and did an outstanding job which made his job as County Administrator easier in carrying out the wishes of the Board.

Ms. Seeber inquired what the base salary for the position would be, and Mr. Dusek explained he would work with Gretchen Steffan, County Human Resources Director, to determine an appropriate salary range for the position. He noted that the salary would be dependent upon the qualifications of the chosen candidate. Mr. Dusek opined that they needed to implement a better structure for the salary and compensation schedules which would provide salary ranges to be applied based on prior experience and an understanding of expectations for what future salary increases would be. He commented that they had always lacked this type of structure and that was why he had advocated for the reintroduction of the Human Resources Director. Mr. Dusek reiterated that he would work with Ms. Steffan to determine a salary range and would return to the Support Services Committee when an appropriate salary was identified.

Ms. Seeber requested clarification as to what was being approved and Mr. Dusek confirmed that the request was for authorization to fill the position, but not to set a salary as that would be subject to

review. Ms. Seeber asked if the salary matter would come back to the Committee for review before the position was filled and Mr. Dusek replied that although there was no standard procedure for these cases, the matter could come back to the Support Services Committee before the position was filled if that was what the Committee members preferred. Ms. Seeber apprised of her concern that they continued to see positions filled at higher starting salary levels than those of people who had worked for the County for decades, which she said she felt was bad for employee morale, especially for those who had lengthy careers with the County. Ms. Seeber opined it would be better to start the positions at a base level and then award incremental increases to acknowledge the hard work and performance of every employee.

Mr. McDevitt stated that the position in question fell into an undefined category which made it hard to describe accurately. He added that the position required a person with a certain skill set and maturity level, as well as the ability to maintain confidentiality, which made it difficult to hire for at a base level, as recommended by Ms. Seeber. Ms. Seeber responded that there were job descriptions in place which allowed for a listing of what this position entailed; she also noted that this was not the only Confidential Secretary position employed by the County and she said she would ask Mr. Dusek and Ms. Steffan to consider the salaries of employees in these positions to make adequate disparities between these positions, to recognize the work history of existing employees, when hiring a new staff member for this position. Mr. Dusek confirmed that he would work with Ms. Steffan on this matter, but noted that the qualifications of the person being considered for the position needed to be taken into account when fixing the salary. He added that he would be sure to bring this matter back to either the Support Services or Personnel Committee to discuss the final salary before it was set and the position was filled. Mr. Taylor said that because Ms. Seeber had expressed a concern, he would recommend that the matter be brought back to the Support Services Committee.

Motion was made by Mr. McDevitt, seconded by Mr. Vanselow and carried unanimously to approve the request to fill the vacant position of Confidential Secretary to the County Administrator, at a salary to be determined based on results of a salary study, and report same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Ms. Wood and seconded by Mr. Vanselow, Mr. Taylor adjourned the meeting at 11:21 a.m.

Respectfully Submitted,
Samantha Hogan, Assistant Secretary to the Clerk of the Board